

## Importing Students into Professional Development (Batch File)

**CACTUS - 198.60.12.155 - Remote Desktop**  
**Computer Aided Credentials of Teachers in Utah Schools**

**Professional Development Import Screen** Imports a Comma separated file containing Cactus ID, Last Name, Course ID, Credit Type

Instructions:  
 Select a CSV File using the Select File button or type in complete path name  
 To import the file press the Running Man on the menu - To save the update, close the window and select save the file.

Record 785 of 785

Select File: V:\Checkout PBA\Professional Development\import\clean.csv

CSV FILE

ID	Last Name	Course ID	Credit Type
9999999	VanHook	10251185	C
9999999	Livoti	10251183	C
9999999	Freeman	10251183	C
9999999	Parent	10251184	C
9999999	Park	10251182	C
9999999	Donaldson	10251185	C
9999999	Craft	10251184	C
9999999	Dahl	10251182	C
9999999	Theobald	10251183	C
9999999	Joffs	10251183	C
9999999	Bradley	10251184	C
177373	Henrichsen	10251188	C
73774	Opt Hof	10251186	C
86298	Hansen	10251187	C
97937	Mule	10251186	C
73265	Iverson	10251183	C
457938	Swank	10251189	C
290480	Grimes	10251182	C
361523	Rossi	10251188	C
427351	Barney	10251186	C


**Utah State Office Of Education**  
**Results Of Professional Development Student Batch**  
 Run Date: 12/5/2005


Cactus ID	Last Name(CSV)	Last Name(Cactus)	Result
9999999	VANHOOK		No Person ID in Cactus
9999999	LIVOTI		No Person ID in Cactus
9999999	FREEMAN		No Person ID in Cactus
9999999	PARENT		No Person ID in Cactus
9999999	PARK		No Person ID in Cactus
9999999	DONALDSON		No Person ID in Cactus
9999999	CRAFT		No Person ID in Cactus
9999999	DAHL		No Person ID in Cactus
9999999	THEOBALD		No Person ID in Cactus
9999999	JOFFS		No Person ID in Cactus
9999999	BRADLEY		No Person ID in Cactus
177373	HENRICHSEN		Class already assigned to person
73774	OPT HOF	OPTHOF	Last Name does not match
86298	HANSEN		Class already assigned to person
97937	MULE	MULE*	Last Name does not match
73265	IVERSON		Class already assigned to person
457938	SWANK		Class already assigned to person
290480	GRIMES		Class already assigned to person
361523	ROSSI		Class already assigned to person
427351	BARNIE		Class already assigned to person
93759	PARKER		Class already assigned to person
114059	GARDNER		Class already assigned to person

### Steps to update students from a batch file.

1. Create a Comma Delimited File (CSV) using the file format below. Save the file with either a .csv or .txt extension.
2. Log into Cactus.
3. On the menu bar, select **Tools, Batch, Prof Dev Student Update**.
4. You may browse to find your file by clicking on the **Select File** icon. The select file will only find .TXT or CSV files unless you change the browse criteria.

**Important:** If you are running CACTUS outside the USOE building using the terminal server, do not use the "Local Disk C:" drive. Navigate down to the 'c on 'tsclient' (V:)' drive (this is your local drive) and then select the directory.

5. Click on the running man icon  on the menu to run the update.
6. When the update is finished running, you should print out the results to correct any errors that may have occurred. You may filter the results to show only Errors or all the results.

7. **Save the update.** To save the update to cactus, close the screen using the door icon  and select yes, when asked to save it

### **File Format:**

The input file is a comma delimited file (CSV).

#### **Fields**

##### **Cactus ID**

The Cactus Id of the student who is getting credit for the class.

##### **Last Name**

Last name of the student. This is used along with the Cactus ID to confirm the student. Both the Cactus ID and the last name must match what is in Cactus or the student will be rejected.

##### **Professional Development Course Number**

Course number from Cactus of the Approved class. The class must be approved in Cactus. There may be multiple class in a file.

##### **Credit Type**

Upper case “C” for College credit or “U” for USOE credit

### **Example File**

```
177373,Henrichsen,10251188,C
73774,Op't Hof,10251186,C
86298,Hansen,10251187,C,
9999999,Bradley,10251184
97937,Mule,10251186,C
73265,Iverson,10251183,C
```